

Please read ALL of the enclosed materials carefully before filling out and submitting the application packet.

Please utilize this checklist when preparing your application packet for submission to our office.

Have you included your:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Completed application, signed and witnessed or notarized? |
| <input type="checkbox"/> | Official transcripts for all Post-secondary institutions listed on your application? |
| <input type="checkbox"/> | Non-refundable initial application fee of \$110.00? (CHECK OR MONEY ORDER, ONLY.) |
| <input type="checkbox"/> | Two completed fingerprint cards and Fingerprint Authorization form, signed and dated? |
| <input type="checkbox"/> | Child Support form with ONE box checked and the form completed, signed and dated? |

and, as applicable,

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Completed Verification of Teaching or Work Experience form(s)? |
| <input type="checkbox"/> | Copies of valid teaching credential(s). Please refer to "Interstate Agreement" section and/or enclosed Informational Bulletin for exact requirements. |
| <input type="checkbox"/> | Verification of student teaching (see page 2), school counseling practicum grade level, or school psychology internship? |
| <input type="checkbox"/> | Copies of all competency testing scores and State-required test results. |

(See Application Packet for detailed instructions)

Nevada Department of Education Office of Teacher Licensing

Application Information and Procedures

General Information

Effective January 1, 1998, through June 30, 2008†, those persons who apply and otherwise qualify for an initial license in the State of Nevada will be issued a three-year, non-renewable license.

- An applicant may only apply for two (2) license(s)/endorsement(s) for the initial application fee of \$110.00.
- Endorsements which can be issued without course work provisions may be added to the license at any time during the three-year period. An additional endorsement application and \$45.00 fee will be required.
- Endorsements which must be issued with provisions may only be added to the license during the first year.* An additional endorsement application and \$45.00 fee will be required.
- Additional endorsements added during the life of the license will carry the same expiration date as the original license.
- All provisions on the license (course work deficits, competency tests, etc.) must be removed by the expiration date of the license.
- *The three-year, non-renewable license becomes invalid three years from the date of issuance. **NO GRACE PERIOD WILL APPLY.** If the holder of a non-renewable license has not removed all provisions by the date of expiration of the license, s/he may apply as a new applicant for an initial license only after all provisional requirements that were placed on the expired, non-renewable license have been met.*
- Once all provisions of the non-renewable license have been removed, the license holder will become eligible to apply for a renewable license. An application for a renewable license and fee will be required.
- A five-year renewable license will be issued to applicants who qualify for a license that does not require provisions.

* does not apply to applicants who are currently licensed as a substitute only and who are seeking a teaching or other degree-required non-teaching license.

All licenses for teachers and other educational personnel are granted by the Superintendent of Public Instruction who may issue a license to a qualified person as established by regulations adopted by the Commission on Professional Standards in Education (NRS 391.033).

BASIC REQUIREMENTS:

The following requirements apply to all persons requesting licensing in the State of Nevada:

- ☐ An applicant must be a citizen of the United States or have filed a valid declaration to become a citizen or a valid petition for naturalization (NRS 391.060).
- ☐ Degree(s) and credits for courses must have been earned from a regionally accredited college or university.
- ☐ Foreign transcripts must be evaluated course-by-course and for degree equivalency by an approved evaluator service (list available on website) BEFORE application for licensing is made.
- ☐ A license may be issued based on an evaluation of the applicant's official transcript(s) or per a reciprocal licensing agreement (see Interstate Agreement).
- ☐ All applicants will be required to submit verification of completion of course work or pass the Commission-approved examination(s) in Nevada School Law, Nevada Constitution, and the U.S. Constitution, as well as competency testing examinations with the passing score established by the Department **within three years from the date the license is issued.** (See attached Informational Bulletin)

† Beginning July 1, 2008, applicants for the areas of elementary, secondary or special licenses in core academic subjects will not be issued a license if Nevada's competency testing requirement(s) have not been met prior to application for the license. Please see the attached Informational Bulletin for detail.

APPLICATION PACKET

To apply for a teaching license in the State of Nevada, an applicant MUST SUBMIT A COMPLETE APPLICATION PACKET to include the following:

- ✓ The completed application, signed and witnessed or notarized;
- ✓ Official transcript(s) for those post-secondary institutions attended where the required course work for licensure was completed. In order for a transcript to be considered official, it must be an original that bears both the seal of the college/university and the registrar's signature or be on Scrip-Safe®-type paper. **(NO photocopies or FAXES will be accepted);**
- ✓ Initial application fee of \$110.00 - **CHECK OR MONEY ORDER, ONLY** - payable to the Nevada Department of Education. **Licensing applicants will be allowed to apply for no more than two (2) licenses/endorsements on an initial license.** Additional areas may be requested at a cost of \$45.00 EACH;
- ✓ Two completed FBI fingerprint cards and the Fingerprint Authorization form, signed and dated; and
- ✓ Child Support form with ONE box checked, completed, signed and dated.

And, as applicable:

- ✓ Verification of prior teaching experience to be used (form enclosed):
 - a. In lieu of student teaching (see Miscellaneous Information for details);
 - b. For purposes of reciprocity (see Interstate Agreement for details);
 - c. When qualifying for an exemption from some competency testing (see attached Informational Bulletin); and/or
 - d. When teaching experience is required for obtaining an endorsement.
- ✓ Copy of valid teaching credential(s) effective the past five (5) years.
- ✓ If your transcript reflects "field experience" or "practicum" and it was your student teaching experience, **written verification signed by the Dean of the College of Education MUST BE SUBMITTED indicating that the course (by name/number) reflected on the transcript is equivalent to student teaching and noting the grade level at which it was performed. The letter must be an original, on official letterhead or faxed directly into teacher licensing from the college/university.**
 - ✓ Applicants for K-12 PE must verify student teaching experience at both the elementary and secondary (or middle school) grade levels at the time of application.
 - ✓ Applicants for the K-12 School Counselor endorsement must verify (using above-noted guidelines) that their counseling practicum was done in a school setting in grade(s) ranging between K-12.
 - ✓ Applicants applying for a School Psychologist endorsement, who do not hold National certification, must verify (using above-noted guidelines) an internship in school psychology as outlined in NAC 391.319, 1-4 or the licensing requirements handout.
- ✓ Copies of all competency test (i.e., CBEST, NTE, PRAXIS I and II and NES) score reports and state-required test results you might have. If competency testing was completed as part of an approved program, please have the college/university complete the enclosed **"VERIFICATION OF APPROVED PROGRAM COMPLETION AND COMPETENCY TESTING"**.
- ✓ For Secondary Occupational Endorsements (except Home Economics, Industrial Arts, and Technology Education):
Verification of two years of full-time (2000 hours equal one year) work experience in the area of the requested endorsement.

The initial application fee is valid for one year. If it is determined that you are not eligible for a license, deficiencies will be provided to you in writing. Requirements can be viewed at <http://www.doe.nv.gov/licensing/endorsements.html> and should be reviewed prior to submission of your application packet.

NOTE: Miscellaneous documents received that were not specifically requested or considered to be an official part of the complete application packet will not be returned and will be handled accordingly.

THE APPLICATION FEE IS NON-REFUNDABLE

INTERSTATE AGREEMENT

If you have completed a state approved teacher education program that is not an alternative route program or you hold a valid license from another state or territory, you **may be** eligible for a Nevada license subject to the Interstate Agreement and Nevada's ancillary requirements subject to the following:

1. The Interstate Agreement with Nevada's ancillary requirements applies to teaching and administrative licenses, excluding Business & Industry and substitute licenses, only in those states and U.S. territories shown on page 4.
2. Nevada does not have reciprocity with any state for non-teaching credentials such as School Nurse, Social Worker, Counselor, Psychologist, etc.
3. Applicant holds a license or certificate that is current in the issuing state at the time of application for a license in Nevada.
4. Applicant has a Bachelor's degree conferred from an institution accredited by a regionally accrediting association.
5. The license/certificate and the area of endorsement from the issuing state must be at the same grade level and in the subject area approved by the Commission on Professional Standards in Education.
6. The expiration date and conditions for renewing the license issued under this regulation will be the same as for other licenses issued by the Superintendent.
7. The applicant must meet all of Nevada's ancillary requirements (such as testing and experience).
8. The applicant has completed any post-baccalaureate study required by Nevada's licensing regulations.
9. The applicant, during three (3) of the past five (5) years immediately preceding application for licensing in Nevada held a professional license **and** satisfactorily served **full-time** as an administrator or a teacher (a minimum of five (5) class periods per day and 180+ days per school year – no substitute or aide experience) in the state for which the license was held and in an assignment matching the license and endorsement sought in Nevada. (NOTE: The teaching experience requirement noted above does not apply to applicant's who are requesting reciprocity of a special education license.)

The Interstate Agreement does not apply to any license/certificate that is:

- a. A temporary permit, emergency, alternative, conditional, provisional, restrictive, or a pre-intern type of license/certificate; a multi-subject credential; or a license/certificate that was issued by examination.
- b. A license/certificate that does not require a Bachelor's or higher degree.
- c. A license/certificate that does not require professional education course work completed through a regionally accredited college or university.
- d. A letter of entitlement issued by a state department of education, state, county, city or school district.

INTERSTATE AGREEMENT

TEACHING

Alabama	Idaho	Nebraska	South Carolina
Arizona	Indiana	New Hampshire	Tennessee
Arkansas	Kansas	New Jersey	Texas
California	Kentucky	New Mexico	Utah
Colorado	Louisiana	New York	Vermont
Connecticut	Maine	North Carolina	Virginia
District of Columbia	Maryland	North Dakota	Washington
Florida	Massachusetts	Oklahoma	West Virginia
Georgia	Michigan	Oregon	Wyoming
Guam	Mississippi	Pennsylvania	
Hawaii	Montana	Rhode Island	

ADMINISTRATION

Alabama	Maryland	Oklahoma	Utah
Alaska	Massachusetts	Oregon	Virginia
Arizona	Mississippi	South Carolina	Washington
Georgia	Nebraska	Tennessee	West Virginia
Idaho	New Mexico	Texas	Wyoming

MISCELLANEOUS INFORMATION

TEACHING EXPERIENCE IN LIEU OF STUDENT TEACHING

Three (3) years of verified teaching experience in the area of requested license may be accepted as a substitute for student teaching if the applicant:

- Held a Bachelor's Degree from a regionally accredited institution during the time the teaching experience occurred;
- Was under contract at the time the teaching experience took place;
- Teaching experience was at the same grade level for which a license is being applied (i.e., elementary or secondary);
- At least five periods were taught per school day for at least 180 days in each school year of experience;
- **WAS ELIGIBLE FOR REEMPLOYMENT IN THE SCHOOL DISTRICT IN WHICH THE EXPERIENCE OCCURRED;** and
- Teaching experience took place in a school licensed by the State or accredited by a national accrediting association for private schools.

PROVISIONS

The Superintendent of Public Instruction may issue a provisional license/endorsement if an applicant has a deficiency of not more than six (6) semester hours of credit which do not encompass more than two required areas.

(NOTE: This does not apply to student teaching or a substitute license.)

All course work requirements must be fulfilled by taking college/university course work and can not be satisfied by the completion of courses offered by a provider of continuing education or a college/university as continuing education credit.

Need additional forms or requirements?

Visit our website at ~

www.doe.nv.gov

Questions?

By phone ~ Call our staff between the hours of **1:00 p.m. and 5:00 p.m.**, Monday through Friday (holidays excluded).

Carson City - (775) 687-9115
Las Vegas - (702) 486-6458

Come in ~ Office hours for walk-in traffic are between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday (holidays excluded).

In person or by mail at ~

Nevada Department of Education
Office of Teacher Licensing
700 E 5th Street, Suite 105
Carson City, NV 89701

or
Nevada Department of Education
Office of Teacher Licensing
1820 E Sahara Ave., Suite 205
Las Vegas, NV 89104

SALARY FOR SERVICES RENDERED

A teacher or other employee for whom a license is required is not entitled to receive public school money as compensation for services rendered unless they hold a license at the time the services are rendered (NRS 391.170).
It is the sole responsibility of the licensee to maintain a valid license.

**STATE OF NEVADA
DEPARTMENT OF EDUCATION**

**APPLICATION FOR LICENSED
AUTHORIZED SCHOOL SERVICE**

Social Security Number _____ Date of Birth _____

Last Name _____ Former Last Name(s)/Maiden Name _____

First Name _____ MI _____ Phone # () _____

Mailing Address _____
Street City State Zip

Are you a United States Citizen? Yes ☐ No ☐ Place of Birth _____

If you are NOT a United States citizen, you must provide verification that a valid declaration to become a citizen or valid petition for naturalization has been filed with the United States Immigration Office *or* provide verification of being a lawful permanent resident of the United States as part of the application process.

Have you accepted a position with a Nevada public or private school? ☐ Yes ☐ No

If yes, please indicate the school/District _____

Please indicate which of the following teaching licenses and/or endorsements you are applying for:

The first two (2) licenses &/or endorsements are included in the initial application fee of \$110.00. For every additional license/endorsement after the first two, add an additional \$45.00 **EACH**. (NOTE: A Substitute license is automatically issued for no additional fee **if** you qualify for a stand-alone license/endorsement listed in A-F.) **We only accept checks or money orders.**

A. _____ Early Childhood (non-handicapped) for grade(s) 0-K or 0-2nd (circle one)

B. _____ Elementary Elementary Endorsement(s) _____
(Optional - Must apply for 'B' as a prerequisite)

C. Middle School Endorsement(s) _____
(You must specify at least one subject area)

D. Secondary School Endorsement(s) _____
(You must specify at least one subject area)

E. Secondary Occupational Endorsement(s) _____
(You must specify at least one subject area)

F. Special Endorsement(s) _____
(You must specify at least one subject area or non-teaching specialty)

G. _____ Substitute License ONLY

Initial license fee (first 2 licenses/endorsements *or* Substitute only) = \$ **110.00**

Number of additional endorsements: _____ x \$45.00 = \$ _____

Total Fees Enclosed = \$ _____

Please list your education/professional training from any post-secondary institution(s) where course work was taken that is applicable to obtaining a Nevada license. You must supply at least one transcript reflecting a Bachelor's degree or higher. (NOTE: Applicants do not need to have a Bachelor's degree to obtain a substitute license.) Please list from the most recently attended institution to the last. List only semester credits (if the institution was on the quarter system, please convert to semester credits; 1 quarter hour of credit converts to 2/3 semester hours of credit).

NRS 394 prohibits the use or attempted use of false or misleading degrees and honorary degrees in connection with any business, employment, occupation, profession, trade or public office. Any person who violates this provision is guilty of a misdemeanor.

Name of Institution	Location - City/State	Degree earned	Semester credits	Major/ Minor	Date Conferred or last date attended

IMPORTANT: Official transcripts must be submitted with the application and will not be copied. Transcripts will not be returned to the applicant (NAC 391.050).

Have you completed student teaching? ☐ Yes ☐ No

Which college/university awarded you credit? _____ What semester/year? _____

How many semester credits were awarded? _____ What grade level(s) were taught? _____

If you did not student teach, please list applicable teaching experience to be considered in lieu of student teaching. List full-time, contracted teaching experience, only (a minimum of five (5) class periods per day for 180 or more days per school year is considered full-time, and the experience must be post-Bachelor degree. No substitute or aide experience will be considered. Experience must be verified by prior employer). List the most recent experience first. Include copies of current out-of-state licenses/credentials with application, as applicable.

From	To	District/School Name	Address	City	State/ZIP

PROFESSIONAL CONDUCT QUESTIONNAIRE

IMPORTANT: All **yes** responses to the following professional conduct questions require a complete explanation. Attach an additional sheet if necessary.

1. Have you had, or do you currently have a teaching or administrator credential under review for suspension, revocation or other disciplinary action? ☐ No

☐ Yes _____

2. Have you ever abrogated a contract with, or left the service of any school district without the consent of the superintendent or the governing board of such district? ☐ No

☐ Yes _____

3. Have you ever been dismissed from any non-teaching or teaching position due to any immoral or unprofessional conduct, or unfitness for service? ☐ No

☐ Yes _____

4. Have you ever been convicted, or do you currently have felony charges pending? ☐ No

☐ Yes _____

5. Have you ever been convicted, or do you currently have pending charges of a misdemeanor involving a controlled substance, immorality, or physical abuse? ☐ No

☐ Yes _____

Completed application packets should be submitted to the Nevada Department of Education Office of Teacher Licensing:

Northern Nevada Office

700 East Fifth Street, Suite 105
Carson City, NV 89701-5096

Phone: (775) 687-9115 Fax: (775) 687-9101

Southern Nevada Office

1820 East Sahara Avenue, Suite 205
Las Vegas, NV 89104-3746

Phone: (702) 486-6458 Fax: (702) 486-6450

NOTE: Documents received that are not required for issuance of a license will be destroyed.

The State of Nevada Department of Education is an Equal Opportunity/Affirmative Action Agency and does not discriminate on the basis of race, color, religion, sex, national origin, age, political affiliation or disability.

Falsification of this application and/or application material may result in invalidation/suspension/revocation of your Nevada teaching license.

OATH

I, _____, do solemnly swear (or affirm) that I will support, protect and defend the Constitution and government of the United States and the Constitution and government of the State of Nevada against all enemies, whether domestic or foreign; that I will bear true faith, allegiance and loyalty to the same, any ordinance, resolution or law of any state notwithstanding; and that I will well and faithfully perform all the duties of the office or position on which I am about to enter: (if an oath) So help me God; (if an affirmation) Under the pains and penalties of perjury.

AFFIDAVIT

I certify (declare) under penalty of perjury that the forgoing is true and correct:

Executed this _____ Day of _____ 200_____ In the City of _____

In the State of _____.

Applicant's Signature

OFFICIAL WITNESS OR NOTARY STATEMENT

Subscribed and sworn to before me at _____

on this _____ Day of _____ 200_____.

Signature

Title

NOTE: All applicants are required to sign an affidavit in the presence of one of the following official witnesses: The Nevada Superintendent of Public Instruction, staff members of the Nevada Department of Education, any trustee of a Nevada county school board, superintendents or principals of Nevada schools, *or* any notary public (as required by NRS 391.080).

**State of Nevada
Department of Education
Office of Teacher Licensing**

Important Notice

**PROFESSIONAL LICENSES SUBJECT TO DENIAL OR RESTRICTION
FOR BACK CHILD SUPPORT**

Professional or occupational licenses, certificates or permits may be denied or restricted if back child support is owed by the person holding the license. The License for Educational Personnel issued by the Nevada Department of Education is subject to this new requirement mandated by the Federal Government of all states, including Nevada.

Under the new procedure, a District Attorney's Office or the Nevada Welfare Division will send a written notice to the person who:

1. Is past due in child support;
2. Fails to provide health coverage for a child; or
3. Fails to comply with a subpoena or warrant relating to a child support proceeding.

The notice will be sent by certified mail, restricted delivery, return receipt requested. The person has 30 days to satisfy the past due support or comply with an approved repayment plan, or provide health coverage, or comply with the subpoena or warrant. Or, the person may request a hearing challenging the finding that he owes back child support, has failed to provide health coverage, or is not complying with a subpoena or warrant in a child support proceeding.

If after a hearing is held the person is found to owe past child support, has failed to provide health coverage, or has refused to comply with a subpoena or warrant in a child support proceeding, the professional or occupational licensing agency will be notified by way of an "Order to Suspend". Upon receipt of the "Order to Suspend", the professional or occupational licensing agency must suspend or restrict the professional license as determined in the hearing. The agency issuing the professional or occupational license, certificate or permit shall reinstate the license after receiving information from the District Attorney's Office or Welfare Division that the person is in compliance with the child support requirements.

In addition, every application for a professional license must include a statement regarding the applicant's child support payment status. **If the applicant fails to answer the questions or sign that portion of the application, the person's application will not be processed.** If the applicant reports that he is not complying with a support order or approved repayment plan, then the applicant must contact the local District Attorney or the Welfare Division to arrange for payment of child support.

**State of Nevada
Department of Education
Office of Teacher Licensing**

Important Notice

CHILD SUPPORT INFORMATION

Please mark the appropriate response. (Failure to mark one of the three options will result in denial of the application.)

- ☐ I am not subject to a court order for the support of a child.
- ☐ I am subject to a court order for the support of one or more children and I am in compliance with the order or I am in compliance with a plan approved by the District Attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order; *or*
- ☐ I am subject to a court order for the support of one or more children and I am not in compliance with the order or a plan approved by the District Attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

Applicant's Social Security Number: _____

Signature of Applicant

Date

NOTE: YOU MUST SELECT ONE OF THE BOXES ABOVE

**State of Nevada
Department of Education
Office of Teacher Licensing**

FINGERPRINTING INSTRUCTIONS

FBI cards (**Form FD-258 - REV 5-11-99**) are standard blue and white cards used in most states and by the FBI for miscellaneous fingerprinting.

- If your state **DOES NOT** use the cards noted above, please call (702) 486-6458 and request that the appropriate cards be mailed to you.

Fingerprinting can be done by an automated system or by the traditional black ink wheel method.

- With automated printing, the applicant's name, address, and demographic information is usually inserted by the person/agency completing the fingerprinting process.
- If your police agency does not use an automated system, the following areas of information on the fingerprint cards must be filled out **IN BLACK INK**:

- | | | |
|------------------|--------------|----------------------------|
| 1. Name | 5. Race | 9. Hair Color |
| 2. Date of birth | 6. Height | 10. Place of birth |
| 3. Citizenship | 7. Weight | 11. Social Security Number |
| 4. Sex | 8. Eye Color | 12. Signature |

Additionally **ALL** fingerprint cards must reflect the following:

- The date the fingerprints were obtained; and
- The signature/stamp of the official taking the prints.

**DO NOT FOLD YOUR FINGERPRINT CARDS OR THEY WILL BE RETURNED
TO YOU AND YOU WILL HAVE TO RESUBMIT ANOTHER COMPLETED SET**

Fingerprinting can be obtained at any law enforcement agency including those in:

- US territories;
- Foreign Countries;
- Rural Nevada;
- **OR AT THE FOLLOWING LOCATIONS:**

Las Vegas Metropolitan Police Dept. (LVMPD)
5880 Cameron St (One block S of Russell Rd/W of Las Vegas Blvd)
Las Vegas, NV
(702) 229-3271
Hours 8:00am-4:00pm M-F

Carson City Sheriff Dept.
901 E Musser St
Carson City, NV
(775) 887-2020
Hours 8:30am-4:00pm M-F

**Note: LVMPD ON CAMERON STREET IS THE ONLY LOCATION YOU CAN BE FINGERPRINTED BY A
LAW ENFORCEMENT AGENCY IN THE GREATER LAS VEGAS AREA.**

YOU MUST BRING TWO (2) FORMS OF LEGAL IDENTIFICATION (i.e., passport, driver's license, birth certificate, Social Security card, etc.) IN ORDER TO BE FINGERPRINTED.

MOST AGENCIES CHARGE A FEE FOR FINGERPRINTING.

SEE NEXT PAGE

**State of Nevada
Department of Education
Office of Teacher Licensing**

**FINGERPRINT AUTHORIZATION FORM
for Release to Department and Place of Employment**

I, _____, hereby consent
Last First MI

to the examination of my fingerprints by the Federal Bureau of Investigation, and the submission of these findings to the Superintendent of Public Instruction, and the school district or private school of employment. This is in accordance with the requirements of Subsection 3 of the Nevada Revised Statute 391.033 (**which can be viewed online at the following website- <http://www.leg.state.nv.us/NRS/NRS-391.html#NRS391Sec033>**). Applicants shall be given the opportunity to challenge the accuracy of information obtained through the Federal Bureau of Investigation as set forth in 28 CFR 16.34.

Signature

Date

SEE PREVIOUS PAGE

INFORMATIONAL BULLETIN

Nevada Competency Testing Program for Educational Personnel 2005-2006

REQUIREMENTS

All applicants for initial licensing in Nevada are required to take the following competency tests unless certain exceptions, as described below, apply:

1. Praxis I: Pre-Professional Skills Tests (PPST) – paper-based or computer-based (CBT) •
2. Praxis II: Principles of Learning and Teaching Tests (PLT)
3. Praxis II: Subject Assessments/Specialty Area Tests ••

Individuals applying for initial licensure, on or after January 1, 1991, must successfully complete these tests by attaining the passing scores set by Nevada except in the case of a test designated by the Commission on Professional Standards to be in a no-fault category.

EXCEPTIONS

All applicants for the provisional, non-renewable license which went into effect January 1, 1998, must take the required competency tests within three years of the date of license issuance unless the following exceptions apply:

Praxis I: Pre-Professional Skills Tests (PPST)

1. Applicants who have previously taken and passed by Nevada standards the Pre-Professional Skills Tests (PPST) – paper-based or computer-based (CBT) (including the previous Computer Based Academic Skills Assessment tests 0711, 0721, and 0731) or who can provide a Permanent Verification Card which confirms that you have passed the California Basic Education Skills Test (CBEST) and provide copies of official score reports.
 2. Out-of-State applicants with a license in another state and 3 years of verified full-time experience within the past 5 years in the subject area(s) for which they are receiving a Nevada license. See Attachment "A".
 3. Applicants who have earned a Master's or higher degree from a regionally accredited college or university.
 4. Applicants who 1) have taken the Graduate Record Examinations and have received the following minimum scores a) GRE Verbal: 420; b) GRE Quantitative: 3.5; and c) GRE Analytical: 430 and 2) have completed their undergraduate degree with a grade point average of not less than 3.0. The grade point average must be identified on the official transcript.
 5. Applicants who have taken the PPST or CBT (reading, writing, and math tests) at least once and failed to meet one or more of the passing scores have the option of taking courses identified by the Department. Earning a grade of "B" or better in these courses will satisfy this requirement. Official transcripts must be submitted. **(Contact Department for list of approved courses.)**
 6. See **"PROFICIENCY TEST REQUIREMENTS FOR NEVADA EDUCATIONAL LICENSE APPLICANTS" effective 2/15/2002, amended 7/18/2003 and 7/1/05, on pages 4 & 5.**
- Applicants for substitute teacher and Business and Industry licenses are only required to take Praxis I: PPST.
 - See the attached list of Subject Assessments/Specialty Area Tests currently in use in Nevada (pages 6-8).

Praxis II: Principles of Learning and Teaching Tests (PLT)

1. Applicants who have previously taken and passed the Professional Knowledge Test of the NTE Core Battery and passed with a score of 651 or higher, the Principles of Learning and Teaching: Grades K-6 or the Principles of Learning and Teaching: Grades 7-12 and provided copies of official score reports.
2. Out-of-State applicants with a license in another state and 3 years of full-time experience within the past 5 years in the subject area(s) for which they are receiving a Nevada license. See Attachment "A".
3. Applicants for an initial license with endorsements in areas for which training in the principles and methods of teaching is not required (i.e. counselors, school psychologists, nurses, social workers, speech therapists, business and industry teachers, early childhood teachers).
4. Applicants for the Elementary (K-8) endorsement who are required to take the Curriculum Instruction and Assessment (0011) and the Content Area Exercises (0012) tests.
5. Applicants who have a physical education endorsement may substitute passing scores from both the Physical Education: Content Knowledge (0091) and Physical Education: Movement Forms – Analysis and Design (0092) tests to satisfy the Principles of Learning and Teaching (or Professional Knowledge) test requirement.
6. Applicants who take a subject specific pedagogy test listed as one of the required tests for a subject area specialty. Alternatively, these applicants may substitute the Principles of Learning and Teaching test for a required subject specific pedagogy test. Please be aware, however, that applicants with a subject specific pedagogy requirement must take and pass either the subject specific pedagogy test or the Principles of Learning and Teaching.
7. See **"PROFICIENCY TEST REQUIREMENTS FOR NEVADA EDUCATIONAL LICENSE APPLICANTS" effective 2/15/2002, amended 7/18/2003 and 7/1/05, on pages 4 & 5.**

Praxis II: Subject Assessments/Specialty Area Tests ±

1. Applicants who have previously taken and passed the appropriate Specialty Area test(s) and provided copies of official score reports.
2. Applicants for an initial license with endorsement(s) in areas for which no tests have yet been validated and approved.
3. Applicants for the Speech and Language Handicapped endorsement who provide official documentation of having received the Certificate of Clinical Competence issued by the American Speech-Language-Hearing Association (ASHA) or who provide official documentation of having passed the Speech-Language Pathology test (Test Code 0330) with a score of 600 as required by ASHA.
4. Applicants for the Home Economics endorsement who provide official documentation of satisfactory completion of the National Family and Consumer Sciences Examination issued by the Council for Certification of the American Association of Family and Consumer Sciences.
5. See **"PROFICIENCY TEST REQUIREMENTS FOR NEVADA EDUCATIONAL LICENSE APPLICANTS" effective 2/15/2002, amended 7/18/2003 and 7/1/05, on pages 4 & 5.**

±Note: Testing in only one specialty or subject area on an initial license is required. The applicant may take the test(s) corresponding to the endorsement related to his or her licensing major or minor. However, the applicant is advised to discuss with a potential employer the feasibility of testing in the area of the endorsement minor for the purpose of becoming a Highly Qualified Teacher under the No Child Left Behind Act.

PROCEDURES

Educational Testing Service: The Praxis Series 2005-2006 Information and Registration Bulletin

- I. All tests will be administered under the Praxis Series. **All registration information for the PPST, the Principles of Learning and Teaching and the Subject Assessments /Specialty Area tests will be found in the PRAXIS 2005-2006 Registration Bulletin published by Educational Testing Service.** 1) These bulletins are available from the Offices of Teacher Licensure, Nevada school district offices, and from the Colleges of Education at the University of Nevada, Reno and the University of Nevada, Las Vegas. 2) The Test at a Glance booklets, which describe the content of each test, are available at <http://www.ets.org/praxis/prxnv.html> by clicking the underlined session/test code for your applicable test(s).
- II. To see the specific tests required by Nevada, go to <http://www.ets.org/praxis/prxnv.html#testreq>.
- III. **The dates of test administrations and closing registration dates are listed on the back cover of the Praxis Series Information and Registration Bulletin.** All of the tests required by Nevada are offered on all **seven** test dates listed.
- IV. Detailed information about the testing procedure and a registration form are provided in the Praxis Series Registration and Information Bulletin or online at <http://www.ets.org/praxis/prxreg.html>. After you have registered once, future registration may be accomplished by phone.
- V. When filling out the registration form for a particular test date, you must indicate your choice of test centers. **For Test Session codes visit the Praxis website at www.ets.org/praxis.**
- VI. When indicating which tests you are applying to take, **it is suggested that you match the test codes provided in this document with those on the 2005-2006 Nevada test list at: <http://www.ets.org/praxis/prxnv.html#testreq>.**
 - VII. If you provide ETS with your Social Security Number AND our recipient code, **R8670**, on the Registration Form the Nevada Department of Education can receive your test scores electronically. Receiving your passing scores electronically will facilitate the removal of your testing provisions. If you do not wish the Department to receive your scores electronically, you will need to provide a legible copy to our office in a timely fashion.
- VIII. Please take into account the time required for ETS to score the tests and distribute the test score reports. **See Scores and Score Reports in the Praxis Series Information and Registration Bulletin.**
- IX. For examinees with disabilities or examinees whose first language is not English, information regarding nonstandard administration can be found in the Praxis Series Information and Registration Bulletin.
- X. For any other questions about the tests or the testing process, refer to the Praxis 2005-2006 Registration Bulletin or www.ets.org/praxis.

STATE PROCEDURES

- I. There will be NO extension of time granted to meet the competency testing requirements. In the event that test score reports are not received by the Office of Teacher Licensing within three years of the date your license is issued, your license will become invalid.
- II. **If you choose to take any of these tests during your second or third year of employment, please obtain the most recent update of this Informational Bulletin and the Praxis Series Information and Registration Bulletin.** Changes are made in the Program from year to year; some of these may apply to you.
- III. After you have received your license, if you need further clarification regarding your testing provisions, contact the Licensing Office in Las Vegas at (702)486-6458 or in Carson City at (775) 687-9115.
- IV. **EFFECTIVE ON OR AFTER JULY 1, 2008, A PROVISIONAL LICENSE WILL NOT BE ISSUED FOR PURPOSES OF COMPLETION OF COMPETENCY TESTING IN ELEMENTARY AND CORE ACADEMIC SUBJECTS IDENTIFIED BY THE SYMBOL † ON PAGES 6, 7, AND 8. COMPETENCY TESTING IN AREAS MARKED WITH A † MUST BE SATISFIED PRIOR TO ISSUANCE OF A NEVADA LICENSE UNLESS THE APPLICANT MEETS AN EXCEPTION PREVIOUSLY OUTLINED ON PAGES 1 AND 2.**

REGISTRATION EXCEPTIONS

There is one exception to test registration through the office of Educational Testing Service.

As an alternative to the scheduled paper-based Praxis I: Pre-Professional Skills Tests (PPST), this requirement can also be met by taking the Praxis I: PPST by Computer Based Test (CBT). These tests are offered by appointment through a national network of testing centers. In Nevada, CBT's can be taken at Prometric Testing Centers. The phone number for the Prometric Testing Center located in Las Vegas is (702) 889-4132 and in Reno at (775) 829-2700. More detailed information regarding this option can be found at the Educational Testing Service website, <http://www.ets.org/praxis/prxcbt.html>.

PROFICIENCY TEST REQUIREMENTS FOR NEVADA EDUCATIONAL LICENSE APPLICANTS (Effective 2/15/2002; amended 7/18/2003 and 7/1/05)

Nevada requires that all licensed educational personnel meet proficiency testing requirements. The table below provides a listing of states for which specific proficiency testing requirements for educational licensure can be satisfied if the following is met:

- 1) A valid out-of-state license is held by the applicant at the time of application for a Nevada license and a copy (**front and back of license**) is provided to the Nevada Department of Education. If the out-of-state license is a temporary permit, emergency, alternative, conditional, preliminary, provisional, restrictive, pre-intern, etc., type of license, certificate or credential, you will need to provide the Department with evidence that you have passed the issuing state's teacher proficiency testing requirement; **and**
- 2) Verification is provided on the form prescribed by the Department (**Attachment "A"**) of one year of experience in teaching, administering or providing other educational services on a full-time basis, under contract, at any grade level in pre-kindergarten through grade 12 in a state other than Nevada.

For each of the three proficiency tests required by Nevada that can be satisfied by meeting 1) and 2) above, the word "Accepted" will appear in the appropriate column for each state to which it applies. The waiver will only be granted for the tests identified that apply to the valid out-of-state license(s) provided by the applicant with the exception that meeting 1) and 2) qualifies as an automatic exemption from the United States Constitution requirement for all states/territories.

This list is not intended to be used for any other purpose than to identify states which the Department of Education has identified as satisfying Nevada educational testing requirements for competency testing.

The Commission on Professional Standards in Education passed regulation effective May 12, 2005, allowing the Department to accept out-of-state competency testing for current graduates who have completed a teacher education program through a regionally accredited college and/or university. If this applies to you (see page 10 for further information), please have the enclosed "VERIFICATION OF APPROVED PROGRAM COMPLETION AND COMPETENCY TESTING" form (Attachment "B"**) completed and returned to the appropriate State of Nevada licensing office.**

	PPST	Principles of Learning & Teaching	Subject Assessments/ Specialty Areas
Alabama	Accepted	Accepted	Accepted
Alaska	Accepted	♦	Accepted
Arizona	Accepted	Accepted	Accepted
Arkansas	Accepted	Accepted	Accepted
California	Accepted	Accepted	Accepted
Colorado	Accepted	Accepted	Accepted
Connecticut	Accepted	Accepted	Accepted
Delaware	Accepted	♦	Accepted/Effective 7/1/05
District of Columbia	Accepted	Accepted	Accepted
Florida	Accepted	Accepted	Accepted
Georgia	Accepted	Accepted	Accepted
Hawaii	Accepted	Accepted	Accepted
Idaho	♦	♦	Accepted/Effective 7/1/05
Illinois	Accepted	Accepted	Accepted
Indiana	Accepted	Accepted	Accepted
Iowa	♦	♦	♦
Kansas	Accepted	Accepted	Accepted/Effective 7/1/05
Kentucky	Accepted	Accepted	Accepted
Louisiana	Accepted	Accepted	Accepted
Maine	Accepted	Accepted	♦
Maryland	Accepted	Accepted	Accepted
Massachusetts	Accepted	Accepted	Accepted
Michigan	Accepted	♦	Accepted
Minnesota	Accepted	Accepted/Effective 7/1/05	Accepted
Mississippi	<i>Accepted</i>	<i>Accepted</i>	<i>Accepted</i>
Missouri	Accepted	Accepted	Accepted
Montana	Accepted	♦	♦
Nebraska	Accepted	♦	♦
New Hampshire	Accepted	♦	Accepted
New Jersey	Accepted	♦	Accepted
New Mexico	Accepted	Accepted	Accepted/Effective 7/1/05
New York	Accepted	Accepted	Accepted
North Carolina	Accepted	Accepted	Accepted
North Dakota	Accepted	Accepted	Accepted
Ohio	Accepted	Accepted	Accepted
Oklahoma	Accepted	Accepted	Accepted
Oregon	Accepted	Accepted/Effective 7/18/03	Accepted
Pennsylvania	Accepted	Accepted	Accepted
Rhode Island	Accepted/Effective 7/18/03	Accepted	♦
South Carolina	Accepted	Accepted	Accepted
South Dakota	♦	♦	♦
Tennessee	Accepted	Accepted	Accepted
Texas	Accepted	Accepted	Accepted
Utah	♦	Accepted/Effective 7/1/05	Accepted/Effective 7/1/05
Vermont	Accepted	♦	Accepted
Virginia	Accepted	♦	Accepted
Washington	Accepted/Effective 9/1/02	Accepted/Effective 9/1/02	Accepted/Effective 9/1/02
West Virginia	Accepted	Accepted	Accepted
Wisconsin	Accepted	♦	♦
Wyoming	♦	Accepted/Effective 7/1/05	♦
Department of Defense Dependent Schools	Accepted	Accepted	♦
Guam	Accepted	♦	♦
Puerto Rico	Accepted	Accepted	Accepted/Effective 5/1/02
All other territories	♦	♦	♦

♦No waiver

COMPETENCY TESTS CURRENTLY REQUIRED FOR INITIAL LICENSING IN NEVADA

Praxis I: Pre-Professional Skills Tests (PPST) – <http://www.ets.org/praxis/prxnv.html>

Tests and Codes

Paper-based	<u>Passing Score*</u>
Pre-Professional Skills Test - Reading (0710)	174
Pre-Professional Skills Test - Writing (0720)	172
Pre-Professional Skills Test - Mathematics (0730)	172
Or	
Computer-based (CBT)	
Computerized Pre Professional Skills Test - Reading (5710)	174
Computerized Pre Professional Skills Test - Writing (5720)	172
Computerized Pre Professional Skills Test - Mathematics (5730)	172

PRAXIS II: Principles of Learning and Teaching (PLT) – <http://www.ets.org/praxis/prxnv.html>

Tests and Codes

	<u>Passing Score*</u>
Principles of Learning and Teaching: Grades K-6 (0522)	169
Principles of Learning and Teaching: Grades 7-12 (0524)	161

- Persons who hold a:
- Special (K-12) teaching licensees (not substitute) may take either PLT: Grades K-6 (0522) or PLT: Grades 7-12 (0524).
 - Secondary (7-12) licensees should take PLT: Grades 7-12 (0524) and should see page 2, PLT section #6, for a possible exception.
 - Elementary (K-8) licensees should see page 2, PLT section #4, for exception.
 - Teachers who hold a license (K-8, 7-12 or K-12) with a PE endorsement should see page 2, PLT section #5, for exception.

PRAXIS II: Subject Assessments/Specialty Area Tests – <http://www.ets.org/praxis/prxnv.html>

<u>License/Endorsement Area</u>	<u>NTE Tests and Codes</u>	<u>Passing Score*</u>
Administrative (School and Program)	Educational Leadership: Administration and Supervision (0410)	590
Art	Art: Content Knowledge (0133)† Art: Art Making (0131)†	156 154
Biological Science	Biology: Content Knowledge, Part 1 (0231)† Biology (Life Science): Pedagogy (0234)†	154 150
Business/Business Education	Business Education (0100)	560
Chemistry	Chemistry: Content Knowledge (0245)† Chemistry: Content Essays (0242)†	151 145
Counselor	School Guidance and Counseling (0420)	610

* Please note scaled scores are derived independently for each test and cannot be compared across tests.

Elementary (K-8)	Elementary Education: Curriculum, Instruction and Assessment (0011)†	158
	Elementary Education: Content Area Exercises (0012)†	135
English	English Content Knowledge (0041)†~	150
	English Language, Literature and Composition: Pedagogy (0043)†	140
French	French: Content Knowledge (0173)†	152
	French: Productive Language Skills (0171)†	162
General Science	General Science: Content Knowledge, Part 1 (0431)†	150
	General Science: Content Essays (0433)†	135
Generalist, Resource Room	Special Education Knowledge-Based Core Principles (0351)	150
Health	Health Education (0550)	600
History	World and U.S. History (0940)†	470
Home Economics	Family and Consumer Sciences (0120)	610
Mathematics Major	Mathematics: Content Knowledge (0061)†	144
	Mathematics: Pedagogy (0065)†	135
Mathematics Minor	Mathematics: Content Knowledge (0061)†	133
	Mathematics: Pedagogy (0065)†	135
Middle School English	Middle School English Language Arts (0049)†	No Fault**
Middle School Mathematics	Middle School Mathematics (0069)†	No Fault**
Middle School Science	Middle School Science (0439)†	No Fault**
Middle School Social Studies	Middle School Social Studies (0089)	No Fault**

~ Will accept either English 0041 or 0042 (English Language, Literature and Composition: Essays with a passing score of 155 or higher).

** As this is the first time competency tests for middle school English/Language Arts, Mathematics, Science, and Social Studies have been available, passing score requirements will not go into effect until January 1, 2006. However, all persons who receive an initial license for middle school after January 13, 2005, are required to take the appropriate test.

Music	Music: Concepts and Processes (0111)†	150
	Music: Content Knowledge (0113)†	149
Physical Education	Physical Education: Content Knowledge (0091)	154
	Physical Education: Movement Forms-Analysis and Design (0092)	149
Physical Education and Health	Health and Physical Education: Content Knowledge (0856)	159
Physical Science	General Science: Content Knowledge, Part 1 (0431)†	150
	Physical Science: Pedagogy (0483)†	147
Psychology	Psychology (0390)	550
Reading/Reading Specialist	Introduction to the Teaching of Reading (0200)†	560
Social Studies	Social Studies: Content Knowledge (0081)†	152
Spanish	Spanish: Content Knowledge (0191)†	160
	Spanish: Productive Language Skills (0192)†	156
Speech and Language Handicapped	Teaching Speech to Students with Language Impairments (0880)	500
Speech-Drama	Speech Communication (0220)†	580
Technology	Technology Education (0050)	580

❖ EFFECTIVE ON OR AFTER JULY 1, 2008, A PROVISIONAL LICENSE WILL NOT BE ISSUED FOR PURPOSES OF COMPLETION OF COMPETENCY TESTING IN ELEMENTARY AND CORE ACADEMIC SUBJECTS IDENTIFIED BY THE SYMBOL † ON PAGES 6, 7, AND 8. COMPETENCY TESTING IN AREAS MARKED WITH A † MUST BE SATISFIED PRIOR TO ISSUANCE OF A NEVADA LICENSE UNLESS THE APPLICANT MEETS AN EXCEPTION PREVIOUSLY OUTLINED ON PAGES 1 AND 2.

NEVADA DEPARTMENT OF EDUCATION

No. Office Teacher Licensing
700 E. Fifth Street, Suite 105
Carson City, NV 89701
Phone: (775) 687-9115
Fax: (775) 687-9101



So. Office Teacher Licensing
1820 E. Sahara, Suite 205
Las Vegas, NV 89104-3746
Phone: (702) 486-6458
Fax: (702) 486-6450

VERIFICATION OF TEACHING EXPERIENCE

LAST NAME	FIRST NAME	M.I.	MAIDEN NAME
ADDRESS	CITY	STATE	ZIP
SOCIAL SECURITY #	DATE OF BIRTH	PHONE	

The above teacher applicant is requesting that you provide our office with verification of their teaching experience within your school or district. Because we can utilize this information for various reasons, we request that the experience be consistent with the following requirements:

The applicant held a Bachelors degree from an accredited college or university during the time the teaching experience occurred;

The applicant's experience was full time (a minimum of 5 class periods per day/180 days per year);

The applicant during his/her tenure in your school district held a valid teaching license and/or certificate;

Teaching experience took place in a school licensed by the State or accredited by a National accrediting association for private schools.

Substitute teaching or aide experience SHOULD NOT be considered when verifying teaching experience.

**** Employers use only ****

The above applicant was employed as a teacher of:

SUBJECT	GRADE LEVEL	NAME OF SCHOOL	FROM (MM/YY)	TO (MM/YY)	% OF TIME FTE
SUBJECT	GRADE LEVEL	NAME OF SCHOOL	FROM (MM/YY)	TO (MMYY)	% OF TIME FTE
PRINT NAME	SIGNATURE	TITLE	Date		
NAME OF SCHOOL DISTRICT OR PRIVATE SCHOOL	ADDRESS				
CITY	STATE	ZIP	PHONE NUMBER		

ATTACHMENT "A"

NEVADA DEPARTMENT OF EDUCATION

No. Office Teacher Licensing
700 E. Fifth Street, Suite 105
Carson City, NV 89701
Phone: (775) 687-9115
Fax: (775) 687-9101



So. Office Teacher Licensing
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Las Vegas, NV 89104-3746
Phone: (702) 486-6458
Fax: (702) 486-6450

VERIFICATION OF APPROVED PROGRAM COMPLETION AND COMPETENCY TESTING

TO: All initial licensees

The Commission on Professional Standards in Education passed regulation effective May 12, 2005, allowing the Department to accept out of state competency testing for current graduates if all of the following conditions are met:

- The competency testing was part of a regionally accredited college/university approved teacher education program;
- The applicant received a passing score, at the level and competency required for the college/university's teacher education program;
- The Verification of Approved Program Completion and Competency Testing form (see reverse side) is completed by the college/university in which the approved teacher education program was completed and returned to the Department.

If this applies to you, please forward this form to your college/university for completion.

This does NOT apply to individuals who are applying for a substitute only license.

Thank you

NEVADA DEPARTMENT OF EDUCATION

No. Office Teacher Licensing
700 E. Fifth Street, Suite 105
Carson City, NV 89701
Phone: (775) 687-9115
Fax: (775) 687-9101



So. Office Teacher Licensing
1820 E. Sahara, Suite 205
Las Vegas, NV 89104-3746
Phone: (702) 486-6458
Fax: (702) 486-6450

VERIFICATION OF APPROVED PROGRAM COMPLETION AND COMPETENCY TESTING

_____ Last Name	_____ First Name	_____ M.I.	_____ Maiden Name
_____ Address	_____ City	_____ State	_____ Zip Code
_____ Social Security No	_____ Date of Birth	_____ Applicant's Signature	

The above teacher applicant has applied for initial licensing with the Nevada Department of Education and is requesting verification of program completion and competency testing from your institution.

This form must be returned to the Nevada Department of Education directly from the college or university.

TO BE COMPLETED BY A COLLEGE/UNIVERSITY REPRESENTATIVE:

Competency requirements were met through successful passage of examination at the required college and/or university established standard for the following tests – do not indicate competency requirement(s) satisfied by a waiver.

Basic Skills exam:

Yes No
(Circle One)

Teaching Methodology exam:

Yes No
(Circle One)

Subject Area exam:

List subject area(s) tested

Approved teacher education program was completed in: _____
Licensing area(s)

_____ Name of college/university	_____ Address	_____ City	_____ State	_____ Zip
_____ Print Name	_____ Title			
_____ Signature	_____ Date Signed	_____ Telephone		

Effective 5/12/05

ATTACHMENT "B"